California Green Lodging Program

Property Name:_____

Property Address:_____

City/State/Zip:_____

Phone:_____   Fax:_____

E-Mail:_____   Website:_____

Contact Person:_____
                 Name   Title

Number of Floors:_____   Number of Guest Rooms:_____   State Rate Offered:_$_____

Number (PERCENT) of Guest Rooms Reserved for Government Employees:_____

INTERVIEWER INFORMATION

Name:_____

Signature:_____

Date of Visit:_____

Notes:_____

_____

_____

_____

_____

_____

_____

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES

1.0 ORGANIZATION

1.1 Year of property construction: _____

1.2 Most recent year property renovated:_____
    ☐ Continuous Cycle

1.3 Type of renovation:
    1.3.1 Building exterior: _____
    1.3.2 Building interior:_____
    1.3.3 Grounds/parking: _____ .

2.0 WASTE MINIMIZATION, REUSE AND RECYCLING

2.1 Property has a recycling program in the administrative (back of house) areas for at least the following types of materials:

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
2.1.1 Aluminum	☐	☐	☐	☐	☐	
2.1.2 Glass	☐	☐	☐	☐	☐	
2.1.3 Plastic	☐	☐	☐	☐	☐	
2.1.4 Mixed Paper	☐	☐	☐	☐	☐	
2.1.5 Newspaper	☐	☐	☐	☐	☐	
2.1.6 Toner cartridges	☐	☐	☐	☐	☐	

2.2 The recycling receptacles are clearly marked for:

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
2.2.1 Aluminum	☐	☐	☐	☐	☐	
2.2.2 Glass	☐	☐	☐	☐	☐	
2.2.3 Plastic	☐	☐	☐	☐	☐	
2.2.4 Mixed Paper	☐	☐	☐	☐	☐	
2.2.5 Newspaper	☐	☐	☐	☐	☐	
2.2.6 Toner cartridges	☐	☐	☐	☐	☐	

2.3 Property has a recycling program in the common areas (lobby, registration) for at least the following materials:

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
2.3.1 Aluminum	☐	☐	☐	☐	☐	
2.3.2 Glass	☐	☐	☐	☐	☐	
2.3.3 Plastic	☐	☐	☐	☐	☐	
2.3.4 Mixed Paper	☐	☐	☐	☐	☐	
2.3.5 Newspaper	☐	☐	☐	☐	☐	

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
2.4 The recycling receptacles are clearly marked for:						
2.4.1 Aluminum	☐	☐	☐	☐	☐	
2.4.2 Glass	☐	☐	☐	☐	☐	
2.4.3 Plastic	☐	☐	☐	☐	☐	
2.4.4 Mixed Paper	☐	☐	☐	☐	☐	
2.4.5 Newspaper	☐	☐	☐	☐	☐	
2.5 Property has a recycling program in the guest rooms for at least the following materials:						
2.5.1 Aluminum	☐	☐	☐	☐	☐	
2.5.2 Glass	☐	☐	☐	☐	☐	
2.5.3 Plastic	☐	☐	☐	☐	☐	
2.5.4 Mixed Paper	☐	☐	☐	☐	☐	
2.5.5 Newspaper	☐	☐	☐	☐	☐	
2.6 The recycling receptacles are clearly marked for:						
2.6.1 Aluminum	☐	☐	☐	☐	☐	
2.6.2 Glass	☐	☐	☐	☐	☐	
2.6.3 Plastic	☐	☐	☐	☐	☐	
2.6.4 Mixed Paper	☐	☐	☐	☐	☐	
2.6.5 Newspaper	☐	☐	☐	☐	☐	
2.7 Property donates to charitable organizations or composts at least some of its left-over food.	☐	☐	☐	☐	☐	
2.8 Property recycles or composts landscape waste where cost effective.	☐	☐	☐	☐	☐	
2.9 Property donates used amenity containers to charity or recycles them where practical.	☐	☐	☐	☐	☐	
2.10 Property purchases amenities in smallest practical size.	☐	☐	☐	☐	☐	
2.11 Property has double-sided copying as the default setting on the photocopiers.	☐	☐	☐	☐	☐	
2.12 Property properly disposes of aerosol cans.	☐	☐	☐	☐	☐	

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
3.0 ENERGY EFFICIENCY, CONSERVATION AND MANAGEMENT						
3.1 Property has the following energy-efficient equipment:						
3.1.1 Fax machines	☐	☐	☐	☐	☐	
3.1.2 Copiers	☐	☐	☐	☐	☐	
3.1.3 Computers	☐	☐	☐	☐	☐	
3.1.4 Printers	☐	☐	☐	☐	☐	
3.1.5 Monitors	☐	☐	☐	☐	☐	
3.1.6 Televisions	☐	☐	☐	☐	☐	
3.1.7 Video cassette/recorders	☐	☐	☐	☐	☐	
3.2 Property has energy-efficient heating/cooling equipment such as:						
3.2.1 Chillers	☐	☐	☐	☐	☐	
3.2.2 Packaged terminal air conditioners	☐	☐	☐	☐	☐	
3.2.3 Central air conditioners	☐	☐	☐	☐	☐	
3.2.4 Central, split ductless, geothermal heat pumps	☐	☐	☐	☐	☐	
3.2.5 Water heaters	☐	☐	☐	☐	☐	
3.3 Property has installed sensors on HVAC in low traffic areas.	☐	☐	☐	☐	☐	
3.4 Property has a regular preventative maintenance schedule for HVAC equipment (filter cleaning/changing, leak checks, clearing vents and intake obstructions.)	☐	☐	☐	☐	☐	
3.5 Property has energy-efficient kitchen equipment such as:						
3.5.1 Freezers	☐	☐	☐	☐	☐	
3.5.2 Refrigerators	☐	☐	☐	☐	☐	
3.5.3 Cook-Tops	☐	☐	☐	☐	☐	
3.5.4 Ovens	☐	☐	☐	☐	☐	
3.5.5 Dishwashers	☐	☐	☐	☐	☐	
3.6 Property has energy-efficient laundry equipment such as:						
3.6.1 Boilers	☐	☐	☐	☐	☐	
3.6.2 Washers	☐	☐	☐	☐	☐	
3.6.3 Dryers	☐	☐	☐	☐	☐	
3.6.4 Extractors	☐	☐	☐	☐	☐	

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
3.7 Property has:						
3.7.1 Energy-efficient windows	☐	☐	☐	☐	☐	
3.7.2 Film-covered windows	☐	☐	☐	☐	☐	
4.0 EFFICIENT LIGHTING						
4.1 Property has energy-efficient lighting in all indoor areas illuminated for more than 8 hours a day.	☐	☐	☐	☐	☐	
4.2 Property has installed programmable sensors/timers for lighting in low traffic areas.	☐	☐	☐	☐	☐	
5.0 LANDSCAPE/WATER CONSERVATION						
5.1 Property landscapes with trees that tolerate climate, soil and water availability.	☐	☐	☐	☐	☐	
5.2 Landscape watering, where needed, is conducted in the early morning or evening.	☐	☐	☐	☐	☐	
5.3 Plant beds are mulched to prevent water evaporation.	☐	☐	☐	☐	☐	
5.4 Soaker hoses are used in plant beds.	☐	☐	☐	☐	☐	
5.5 Lawns are limited to areas where special guest events are conducted.	☐	☐	☐	☐	☐	
5.6 Property specifies that sidewalks, drives and parking lots are swept rather than watered or watered with gray water.	☐	☐	☐	☐	☐	
5.7 Property offers a towel and linen exchange for multiple night guests.	☐	☐	☐	☐	☐	
5.8 Property has a policy that clothes washers, dryers and dishwashers are filled to recommended capacity for each cycle.	☐	☐	☐	☐	☐	
5.9 Property has a policy that water temperature for washers, dryers and dishwashers use the coolest effective water temperature.	☐	☐	☐	☐	☐	
5.10 Property's water conserving fixtures or retrofits are:	☐	☐	☐	☐	☐	
5.10.1 Faucets and aerators (2.2 GPM)	☐	☐	☐	☐	☐	
5.10.2 Showerheads (2.5 GPM)	☐	☐	☐	☐	☐	
5.10.3 Toilets (1.6 GPF)	☐	☐	☐	☐	☐	
6.0 PEST MANAGEMENT						
6.1 Property manager is aware of the nature of the pest management techniques used for the interior of the hotel property.	☐	☐	☐	☐	☐	
6.2 Property uses organic insecticides and biocides or integrated pest management (IPM) techniques for the interior of the hotel property.	☐	☐	☐	☐	☐	
6.3 Property uses organic insecticides and biocides or integrated pest management (IPM) techniques for the exterior of the hotel property.	☐	☐	☐	☐	☐	

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
7.0 HAZARDOUS AND TOXIC SUBSTANCES						
7.1 At least one-half of the cleaning products and detergents are the least toxic available.	☐	☐	☐	☐	☐	
7.2 Chlorinated chemicals are used only where there is no less toxic substance available and used in the smallest amounts.	☐	☐	☐	☐	☐	
7.3 Automatic dishwashing detergent is biodegradable and does not contain NTA (nitrilotriacetic acid nor chlorine bleach).	☐	☐	☐	☐	☐	
7.4 Liquid or powdered laundry detergent is non-phosphate, non-toxic and biodegradable.	☐	☐	☐	☐	☐	
7.5 Purchase of hazardous materials is based on a current inventory to prevent over-purchase and unnecessary storage.	☐	☐	☐	☐	☐	
7.6 Property has replaced hazardous substances, such as paints and adhesives with nontoxic substances.	☐	☐	☐	☐	☐	
7.7 Architectural paint for use on the property contains:						
7.7.1 Heavy metals such as antimony, cadmium, hexavalent chromium, lead or mercury.	☐	☐	☐	☐	☐	
7.7.2 Toxic substances such as acrolein, acrylonitrile, benzene, 1.2-dichlorobenzene, ethylbenzene, formaldehyde, isophorone, methylene chloride, methyl ethyl ketone, methyl isobutyl ketone, naphthalene, phthalate esters, toluene (methylbenzene), 1.1.l-trichloroethane or vinyl chloride.	☐	☐	☐	☐	☐	
7.8 All chemical storage and mixing areas for housekeeping products shall allow for adequate and secure product storage.	☐	☐	☐	☐	☐	
7.9 All chemical storage areas shall have water in the space for mixing concentrated chemicals.	☐	☐	☐	☐	☐	
7.10 All chemical storage areas shall have drains plumbed for the appropriate disposal of liquid waste products.	☐	☐	☐	☐	☐	
7.11 All chemical storage areas shall be properly ventilated (e.g., fresh air or air filtration system).	☐	☐	☐	☐	☐	
7.12 Drums and storage containers for chemicals are properly marked.	☐	☐	☐	☐	☐	
7.13 All storage areas use spill containment measures to collect chemical spills/drips/leaching.	☐	☐	☐	☐	☐	
7.14 All storage areas are regularly checked for chemical leaks.	☐	☐	☐	☐	☐	

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
8.0 PURCHASING POLICIES						
8.1 The property has an environmental purchasing policy that contains the following elements:						
8.1.1 Appointment of a steering committee that includes staff responsible for overseeing the environmental program.	❑	❑	❑	❑	❑	
8.1.2 An environmental mission and distinct purchasing targets.	❑	❑	❑	❑	❑	
8.1.3 Environmentally-sound preferences are incorporated into purchasing documents and discussions with supplies and vendors.	❑	❑	❑	❑	❑	
8.1.4 Consideration of the life-cycle costs of buying environmentally responsible products and services.	❑	❑	❑	❑	❑	
8.1.5 Purchase and test potentially environmentally responsible products and services.	❑	❑	❑	❑	❑	
8.1.6 Conduct a regular evaluation and modification of the environmental purchasing policy.	❑	❑	❑	❑	❑	
8.2 Property purchases printing and writing papers, envelopes, invoices and business forms that use a minimum of 30 percent post-consumer recycled content OR tree-free fiber.	❑	❑	❑	❑	❑	
8.3 Property purchases coated paper that uses a minimum of 10 percent post-consumer recycled content OR tree-free fiber.	❑	❑	❑	❑	❑	
8.4 Property purchases toilet tissue with a minimum of 20 percent post-consumer recycled paper.	❑	❑	❑	❑	❑	
8.5 Property purchases facial tissue with a minimum of 10 percent post-consumer recycled paper.	❑	❑	❑	❑	❑	
8.6 Property purchases napkins and paper towels with a minimum of 40 percent post-consumer recycled paper.	❑	❑	❑	❑	❑	
8.7 Property purchases durable goods of sufficient quality to allow reuse, refinishing and/or reupholstering.	❑	❑	❑	❑	❑	
8.8 The VOC levels of interior flat (50 gal), interior non-flat (150 gal), exterior flat (100 gal) exterior non-flat (200 gal), anti-corrosive all finishes (250 gal) and general purpose cleaning products shall not exceed 10 percent VOCs by weight.	❑	❑	❑	❑	❑	
8.9 Purchase preferences are given to reusable, minimal, or recyclable packaging and shipping pallets.	❑	❑	❑	❑	❑	

	(3) Yes	(2) Sometimes, if cost-effective and practical	(1) Inventoried, plan to implement	(0) Not cost-effective, practical, don't use	(-1) No	NOTES
8.10 Property purchases products in bulk such as:						
8.10.1 Cleaning products	☐	☐	☐	☐	☐	
8.10.2 Paper products	☐	☐	☐	☐	☐	
8.10.3 Plastic goods	☐	☐	☐	☐	☐	
8.11 Property avoids the purchase of single-use products such as:						
8.11.1 Hot/cold cups	☐	☐	☐	☐	☐	
8.11.2 Glasses/plates	☐	☐	☐	☐	☐	
8.11.3 Cutlery	☐	☐	☐	☐	☐	
8.12 Preferences are given to environmentally responsible services and suppliers such as:						
8.12.1 Alternative fuel taxis	☐	☐	☐	☐	☐	
8.12.2 Bicycle rentals	☐	☐	☐	☐	☐	
8.12.3 Landscaping services	☐	☐	☐	☐	☐	